

# E-KSF Reports Directory

## Introduction

This document describes the range of reports currently available in **e-KSF version 5.1.2**. At the moment, these reports are available from the e-KSF administrator page only.

## The Reports

Report Name	Reports group  (click “view reports” from the admin menu, then select this reports group, and you’ll see the report available from the following page)	What does this report contain?
List of all users in the organisation	User data reports	This report shows a list of all users in this organisation (sorted A-Z).
List of all users with locked (disabled) accounts	User data reports	This report shows a list of all users in this organisation with locked accounts (sorted A-Z). To unlock an account, use the “edit global user” function.
Who reviews whom?	User data reports	This report shows a list of all users registered in this organisation, along with the name of their allocated reviewer and date of last review.  This report is sorted by reviewer’s last name A-Z, and then reviewee’s last name A-Z.
Employee last login	User data reports	This report shows you a list of all the e-KSF users in your organisation who’ve ever logged into the system with the date of last access. This allows you to see how widely, and how often, e-KSF is being used in your organisation.
Staff overview report	User data reports	This simply shows you a one-line summary of the number of e-KSF users you have in your organisation, and the number of these with an assigned post outline, review, and/or PDP.
Reviewer/reviewee ratios by department	User data reports	This report shows you the number of registered reviewees and reviewers in each department of your organisation, and the average and maximum number of reviewees per reviewer. This helps you to see where any reviewers may be over-stretched by having too many reviewees to work with.

Number of post outlines created	Post Outline reports	This report shows the total number of outlines created, by separating them by department. It details how many outlines have been submitted, how many have been approved ready for use by staff, and how many of the total outlines are still awaiting submission to the administrator.
Report Number of post outlines created (Trust-wide)	Post Outline reports	This report shows, for the organisation, the total numbers of outlines created, the total of outlines submitted to the administrator, the total of those that have been approved and the total number of outlines assigned to staff ready for them to start the appraisal process.
Consistency Checking Report	Post Outline reports	This report shows all of the approved outlines in your organisation, together with the pay bands and full outline dimensions. You can use this to check the consistency of posts in the same job family, or same pay band, and make sure that any differences are explainable. You can select whether you want to view approved outlines, or outlines waiting for approval
Outlines with no foundation subset	Post Outline reports	This report shows you a list of all outlines created in your organisation which appear to have no foundation subset. This allows you to monitor the progress of post outline creation in your organisation.
Summary – progression through gateway	KSF Joint Review reports	This report shows, by department, the number of employees with a gateway review this year, and the proportion of those who have had, and passed, their gateway.
Names of individuals passing gateways	KSF Joint Review reports	This report allows you to see the names and details of individuals passing a KSF gateway in any period you select. Please select search criteria from the following boxes, and then click “View report”.
Individuals with problems at gateway	KSF Joint Review reports	<p>This report shows you any individuals recorded on e-KSF where a gateway review has taken place and the individual has not passed through the gateway. Where there is a problem, this report also shows you whether the issue is an organisational one or an individual one, using the standard monitoring codes.</p> <p>This report requires a date range. Please select a “From” and “to” date to find staff with reviews in your defined period.</p>
Analysis of Competence Requirements for the Organisation vs. Achievements	KSF Joint Review reports	This report shows a high-level view of strengths and development needs, across the organisation, related to KSF dimensions. The data here comes from signed-off KSF joint development reviews. “Mean scores” are mathematical averages. “Median scores” are mid-points, to give you additional information. Priority rank shows you which gaps are largest, based on the difference between KSF requirements of the post, and actual current level of individuals.
View pending reviews	KSF Joint Review reports	<p>This report shows you all reviewees on e-KSF who have a planned review date. You can use this to check that reviews are actually being planned and operated.</p> <p>This report requires a date range. Please enter a “from” and “to” date and then click</p>

		<p>“pending reviews”.</p> <p>If you enter a date range and then click “reviews not added”, you’ll see a report of all staff who do NOT have a review planned (using the review planning page of e-KSF) for the date range selected. Again, you can use this to identify any possibly problems with the progress of reviews.</p>
Audit of reviews completed on paper	KSF Joint Review reports	This report allows you to audit those reviewers who have used the “complete on paper option”, and have therefore not required the reviewee to electronically agree to the data recorded in the review. This report shows you all reviews in the past 12 months, where this option has been used.
List of staff without a review recorded	KSF Joint Review reports	This report shows you a list of all e-KSF users who have no joint review recorded on e-KSF at all. This report includes increment date, so that you can spot and risks to do with staff not having a planned review, and follow up the reviewer and manager accordingly.
Detail of staff’s gateway progress	KSF Joint Review reports	This report shows you a list of all staff who have had a gateway review recorded on e-KSF, along with the outcome of the review.
Detail of staff’s gateway progress – upcoming gateways	KSF Joint Review reports	This report shows you a list of staff with a gateay in operation this year, and an increment date within the next 3 months. This allows you to focus on urgent gateway discussions.
Detail report – number of learning needs	PDP and Learning reports	This report shows the number of learning activities entered in staff’s PDPs which they have related to core and specific KSF dimensions. The columns show the type of activity as categorised by the individual. This report gives you an overview of which dimensions are creating the greatest learning requests
Learning needs analysis – by dimension	PDP and Learning reports	This report allows you to see, by dimension and level, the specific learning activities identified by staff in your organisation. Please start by selecting the dimension you’re interested in.
KSF – Overall summary of progress	KSF Monitoring reports	This report shows you a departmental summary of your KSF progress – for each department in your organisation, the number of staff on e-KSF, and the number with an assigned outline, review and PDP recorded. This lets you monitor KSF progress.
KSF – Post Outline progress	KSF Monitoring reports	This report first asks you for a date range. It will then display the number of post outlines assigned to staff in this date range. The report also always shows you the total number of outlines assigned using e-KSF.



KSF – Gateway Outcomes	KSF Monitoring reports	This is an at-a-glance summary of all the gateway outcomes in your organisation – the number of staff who have had a gateway review (foundation and second) and how many reviews resulted in full progression, extenuating circumstances or pay progression deferred.
KSF – Gateway Progress	KSF Monitoring reports	This report asks you for a date range, and then shows you how many staff have been due, and have actually had, a KSF gateway review in this period. This is useful for any National KSF monitoring.

### **e-KSF Reports – the Future!**

We will be continuing to add new e-KSF reports – both for administrators and, later in the year, managers too. If you have any specific suggestions about what future reports we should include, please contact the e-KSF support desk.